

Floor Warden Manual

Prepared For

**2600 and 2700 Colorado Avenue
Santa Monica, CA 90404**



Prepared By

**UPS Fire Life Safety Services
1551 North Tustin Avenue
Suite 650
Santa Ana, CA 97705**

Introduction

UPS Fire Life Safety Services in cooperation with Building Management has compiled this manual for 2600 and 2700 Colorado Avenue to help ensure the safety of the building's occupants in the event of an emergency and to aid tenants in complying with the provisions of the Title 8 and Title 19 of the California Code of Regulations and Santa Monica City ordinances.

This manual and its contents shall remain the property of the building and be made readily available to members of OSHA or the local Fire Department upon demand. Neither UPS Fire Life Safety Services nor the Author assumes any responsibility in the event of an emergency nor in the event Building Management fails to keep this Plan current.

Technical information in this Plan is based upon information supplied by the Building Management as of this writing.

This manual is composed of three sections; the staff section, the floor warden section and the occupant section. The staff emergency procedures pertaining to each staff position should be copied and provided to each staff member. Unless cross training is desired, there is no need to provide staff members with procedures other than the ones pertaining to the position. Each floor shall receive a copy of the Floor Warden Section and the Occupant Section. It is the floor wardens responsibility to copy the occupant section for employees within his/her suite and to insure that all occupants are properly instructed in the emergency procedures. Receipt of the floor warden manual should be documented at the management office.

Legal Requirements Title 8 California Code of Regulations

Section 3220. Emergency Action Plan.

(a) Scope and Application. This section applies to all emergency action plans. The emergency action plan shall be in writing, except as provided in the last sentence of subsection (e)(3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) Elements. The following elements, at a minimum, shall be included in the plan:

- (1) Emergency escape procedures and emergency escape route assignments;
- (2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Rescue and medical duties for those employees who are to perform them;
- (5) The preferred means of reporting fires and other emergencies; and
- (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) Alarm System.

(1) The employer shall establish an employee alarm system which complies with Article 165.

(2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) Training.

(1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

(2) The employer shall advise each employee of his/her responsibility under the plan at the following times:

(A) Initially when the plan is developed,

(B) Whenever the employee's responsibilities or designated actions under the plan change, and

(C) Whenever the plan is changed.

(3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

3221. Fire Prevention Plan.

(a) Scope and Application. This section applies to all fire prevention plans. The fire prevention plan shall be in writing, except as provided in the last sentence of subsection (d)(2) of this section.

(b) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:

(1) Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

(2) Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and

(3) Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

(c) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(d) Training.

(1) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

(2) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(e) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accidental ignition of combustible materials.

Note: Authority and reference cited: Section 142.3, Labor Code.

Title 19 California Code of Regulations

Section 3.09. Emergency Planning and Information.

(a) All office buildings 2 or more stories in height (except high-rise buildings as defined by Health and Safety Code Section 13210).

(1) Owner(s) or operator(s) shall employ either one of the following methods of providing emergency procedures and information to the building occupants:

(A) Emergency procedures information published in the form of a leaflet, brochure, or pamphlet shall be available to all persons entering the building. Emergency procedures information shall be located immediately inside all entrances to the building, as determined by the authority having jurisdiction. Locations shall be clearly marked; or,

(B) A floor plan providing emergency procedures information shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be posted so that it describes the represented floor level and can be easily seen immediately upon entering the floor level or the building. Emergency procedures information shall be printed with a minimum of 3/16-inch high non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall provide all ambulatory, nonambulatory, and the physically disabled, instructions to be followed in the event of an emergency. Emergency procedures information shall include, but not be limited to the following:

- (A) Location of exits and fire alarm initiating stations, if required;
- (B) what the fire alarm, if required, sounds and looks like (audible and visual warning devices);
- (C) fire department emergency telephone number 911; and,
- (D) the prohibition of elevator use during emergencies, if any.

(b) Hotels, Motels and Lodging houses.

(1) Every guestroom available for rental in a hotel, motel, or lodging house shall have clearly visible emergency procedures information printed on a floor plan representative of the floor level and posted on the interior of each entrance door or immediately adjacent to such door. The owner/operator of a hotel, motel, or lodging house may, in lieu of posting emergency procedures information in each guestroom, provide such information through the use of leaflets, brochures, pamphlets, videotapes, or any other method as approved by the authority having jurisdiction. Oral communication in itself does not fulfill the intent of this section. However, oral communication can be incorporated as a part of the transfer of emergency procedures information. When emergency procedures information signage is posted on the interior of the guestroom entrance door, the bottom of the information shall not be located more than 4-feet above the floor level. Visually impaired persons shall receive instructions of a type they will understand, for example: taping of instructions, instructions in Braille, or other appropriate methods.

(2) Each method of providing information shall include, but not be limited to that described in subsection (a)(2)(A-D).

(3) Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guestrooms assigned to guests with disabilities when such guests have indicated that they have special emergency evacuation requirements. The innkeeper shall, at the innkeeper's option, do one of the following: (1) provide a place on the registration form for physically disabled guests who have such requirements to so identify themselves; (2) provide a notice on the room key jacket advising guests with disabilities who have special emergency evacuation requirements to so notify the front desk; or (3) utilize such other means for allowing such guests with disabilities to so identify themselves as may be approved by the authority having jurisdiction.

(c) Hotels, motels, lodging houses, high-rise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps).

(1) Emergency procedures information printed on a floor plan shall be posted at every stairway landing, at every elevator landing, and immediately inside all public

entrances to the building. The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedures information shall be printed with a minimum of 3/16-inch non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall include, but not be limited to that described in subsection (a)(2)(A-D).

(d) Owner(s) and operator(s) of hotels, motels, lodging houses, high-rise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall appoint a Fire Safety Director, who shall:

(1) Report to owner(s) or operator(s);

(2) Coordinate fire safety activities of the facility with the authority having jurisdiction;

(3) Conduct, or cause to be conducted, all training as described in subsection (e), for all building employees and maintain records of dates, subjects, and attendance of each training session; and,

(4) Develop and maintain a written facility emergency plan acceptable to the authority having jurisdiction. Upon request, the facility emergency plan shall be made physically available at the respective facility to the authority having jurisdiction. Facility emergency plans shall include, but not be limited to the following:

(A) Fire department emergency telephone number 911;

(B) Other emergency response telephone numbers;

(C) Evacuation or relocation plan for the building occupants;

(D) Duties of the Fire Safety Director and other designated emergency personnel;

(E) Building employee responsibilities in case of emergency, including individual assignment and reporting responsibilities; and,

(F) Procedures to identify and assist the non-ambulatory and physically disabled.

(5) Assure that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disabled are accomplished as follows:

(A) Hotels, motels, and lodging houses shall comply with subsection (b)(3);

(B) owner(s) or operator(s) of high-rise office buildings shall maintain a list of all

permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager's office;

(C)(3) Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall comply with normal hospital policies of assisting patients and guests during an emergency evacuation.

(e) Hotels, motels, lodging houses, and high-rise office buildings shall conduct annually, emergency procedures training for individuals listed in subsection (d)(3). Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall conduct quarterly fire emergency training for individuals listed in subsection (d)(3).

(1) Fire Safety Directors and their designated emergency personnel shall receive training in the identification and use of facility fire safety equipment, communication procedures, people movement procedures, fire prevention practices, and their duties outlined in their respective emergency plan. The training curriculum shall be approved by, and made available to the authority having jurisdiction.

(2) Individuals designated in subsection (d)(3) shall receive training covering the identification and use of facility fire safety equipment, fire prevention practices, and appropriate procedures to follow in the event of a fire.

(3) Actual evacuation or relocation of building occupants pursuant to procedures contained in the emergency plan shall be conducted at least annually by those individuals designated in subsection (d)(3). Appropriate records, including dates, floors or building involved, and persons conducting evacuation or relocation procedures shall be maintained and made immediately available to the authority having jurisdiction upon their request. The authority having jurisdiction shall be notified not less than 48 hours in advance of such planned evacuation or relocation.

(f) Emergency procedures signage posted prior to the effective date of these regulations may be continued in use until one year after such effective date of these regulations.

Exception: In hotels, motels, lodging houses, and Group I, Division 1 and 2 occupancies as defined in the State Building Code, guests and patients are not required to participate in evacuation or relocation of the building. In hotels, motels, lodging houses, Group I, Division 1 and 2 occupancies as defined in the State Building Code, and highrise office buildings, on-duty personnel who have security or maintenance related responsibilities, and designated management personnel approved by the fire authority having jurisdiction shall not be required to participate in any drill but, they shall provide an alternate method approved by the authority

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having jurisdiction to measure their knowledge of their respective duties pursuant to the emergency plan.

Section 3.10. Evacuation of Buildings.

Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

Note: Authority cited: Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code. Reference: Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code.

Santa Monica Fire Code

8.44.090 High-rise building requirements.

New buildings or structures housing any occupancy classification having floors used for human occupancy more than fifty-five feet above the lowest level of Fire Department vehicle access shall comply with the high-rise building requirements contained in Section 403 of the California Building Code, 2000 Edition.

1. These requirements shall not apply to:
2. Hospitals as defined in Health and Safety Code Section 1250.
3. Buildings used exclusively as open parking garages.
4. Buildings such as power plants, lookout towers, steeples, grain houses, and similar structures with non-continuous human occupancy only when so determined by the Fire Chief.
5. Buildings owned by any public agency or school district.

Any full automatic fire sprinkler system installed in any high-rise building shall have two connections with control valves to independent risers on each floor level, with each riser being of the size necessary to supply the required water supply. (Added by Ord. No. 2054CCS § 11 (part), adopted 10/8/02)

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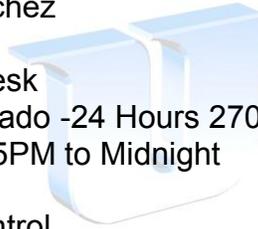
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Chapter 2 Emergency Information

Phone Numbers

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Fire Department	9-1-1
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Paramedics	9-1-1
Building Management Fire Safety Director Janel Apelacio	310-449-1800
Chief Engineer Assistant Fire Safety Director Lauro Sanchez	310-449-1800
Security Desk 2600 Colorado -24 Hours 2700 Colorado- 5PM to Midnight	310-628-6255 310-449-1800
Poison Control	800-867-4766
Toxic Spills	800-424-8802



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Fire/Life
Safety Services

Emergency Team Information

Floor Warden / Suite Monitor

Name: _____

Company/Department: _____

Telephone: _____ Suite: _____

Alternate Floor Warden Suite Monitor Name _____ Telephone _____	Alternate Floor Warden Suite Monitor Name _____ Telephone _____
Group Leaders Name _____ Department _____ Name _____ Department _____ Name _____ Department _____	Group Leaders Name _____ Department _____ Name _____ Department _____ Name _____ Department _____
Stairwell Monitors Name _____ Telephone _____ Name _____ Telephone _____	Alternate Stairwell Monitors Name _____ Telephone _____ Name _____ Telephone _____
Elevator Monitor Name _____ Telephone _____	Alternate Elevator Monitor Name _____ Telephone _____
Searchers Name _____ Department _____ Name _____ Department _____ Searchers Name _____ Department _____	Searchers Name _____ Department _____ Name _____ Department _____ Searchers Name _____ Department _____
Telephone Monitor Name _____	Telephone Monitor Name _____

Chapter 3 Fire Procedures

Alarm Activation

2600 Colorado

The fire alarm emits an electronic tone with strobe lights when activated. Any alarm in the building will cause the alarm to be activated in the entire building. A fire alarm signal is also annunciated at the Fire Alarm Panel and at the outside monitoring company.

2700 Colorado

The fire alarm emits an electronic tone with strobe lights. The audible/visual signals will only be activated on the floor of alarm. A fire alarm signal is also annunciated at the Fire Alarm Panel and at the outside monitoring company.

General Procedures

If you discover fire or smoke

- 1 Safety of life is the first priority. Remove anyone in the area from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.
- 2 Notification: Activate a manual pull station in close proximity. Call the fire department at 9-1-1. If you encounter problems with the 911 system, dial insert 6 and provide the following information:

Building Address **2600 or 2700 Colorado Avenue**
Nearest Cross Street **26th Street**
Nature of the Emergency _____
Your Floor/Suite Number _____
Your Call Back Number _____

Do not hang up until the emergency operator hangs up.

- 3 Fighting the fire is an option only if you are trained, you have someone with you, it is safe to do so and if it does not interfere with the performance of your emergency duties.
- 4 Evacuate adjoining areas and begin your assigned duties as defined by this manual.

If Trapped In an Office or Area

-  Wedge material along the bottom of the door to keep smoke out.
-  Close as many doors as possible between you and the fire.

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- ✚ Call the fire department and notify them of your situation.
- ✚ If windows are operable and you need air, open the window. Break windows only as a last resort. Smoke may enter the room and it will be impossible to stop it.
- ✚ If unable to perform your assigned duties notify other staff members.

Smoke Detectors:

Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. (L.A.M.C. SEC. 57.112.05). Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3)

PRE-EMERGENCY PLANNING:

1. With the assistance of the Fire Safety Director:
 - a. SINGLE TENANT FLOOR: Must select a Floor Warden, Stairwell Monitors (one for each exit), Search Monitors and Traffic Monitor. MULTI-TENANT FLOORS: Each tenant must select at least one Suite Warden and alternate. One Group Leader should be assigned for every 15 employees.
 - b. Assign Monitors to assist anyone who is physically challenged. A person who is physically challenged is anyone who will need assistance walking down the stairs.
2. Read the Floor Response Team Manual.
3. All Suite/Floor Wardens & Monitors should discuss procedures through specific "what if" situations.
4. Instruct all occupants within your tenant area on:
 - a. Building Evacuation Procedures.
 - b. Location of Safe Refuge Areas.
 - c. Location of emergency exits and their termination points.
 - d. Safe Stairwell Procedures (if applicable).
 - e. Location and use of manual pull stations and fire extinguishers.
 - f. Location of First Aid Kits.
 - g. Familiarize occupants with responsibilities of Suite/Floor Wardens and Monitors.
5. Instruct all coworkers. Sections E 1 & E 2 in this manual can be reproduced for all occupants. All new employees should be instructed within 14 days of occupancy.
6. After all fire drills, complete Fire Drill Report.
7. Know floor layout and all areas that will need to be searched.
8. Keep up-to-date list of all persons who are physically challenged.
9. Make periodic review of Monitors and alternate Suite/Floor Wardens. Assign new members as needed.

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10. Develop awareness for safety conditions fire violations and potential hazards.
For example: stairwell or corridor doors blocked open, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.
11. If for any reason you should discontinue employment in this building, you are requested to notify the Fire Safety Director (Building Management).

ALL SUITE/FLOOR WARDENS& MONITORS MUST

1. Have a list of Emergency Phone Numbers.
2. Be familiar with floor layout.
3. Know primary and secondary exits and termination points up and down.
4. Know best routes to Emergency Exits.
5. Know location, type, and how to use manual pull stations and fire extinguishers.
6. Know primary and secondary methods of communication.
7. Know Safe Refuge Areas during a fire emergency:
Inside the Building: (in a fully sprinklered building) usually the enclosed stairwell or any floor 3 or more below the fire floor.
Outside Building - away from the building, a minimum of 300 feet; and out of the way of emergency vehicles, flying glass and other obstacles.
8. Know safe stairwell procedures:
 - Remain quiet and calm.
 - Remove high heeled shoes to avoid tripping (take shoes with you)
 - Do not carry open containers of liquids. If it spills, someone may slip and fall.
 - Use handrails.
 - Walk in single file.
 - Keep to one side. Emergency Personnel will be coming up the stairs.
 - Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
 - Assist those who are slower moving or in any way physically impaired.
 - Be sure to close door behind you.
 - Evacuate and proceed to a Safe Refuge Floor/Area.
 - All injuries should be treated at stairwell landings when required and safe to do so.
 - Do not smoke.
 - Do not spread false information, rumors, etc.
9. Develop awareness of safety conditions, fire violations and potential hazards.
For example: fire doors blocked open, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc.
10. For your safety and protection: participate in all fire drills and review your emergency procedures at least once a year.
11. Know your area of responsibility and your emergency actions.

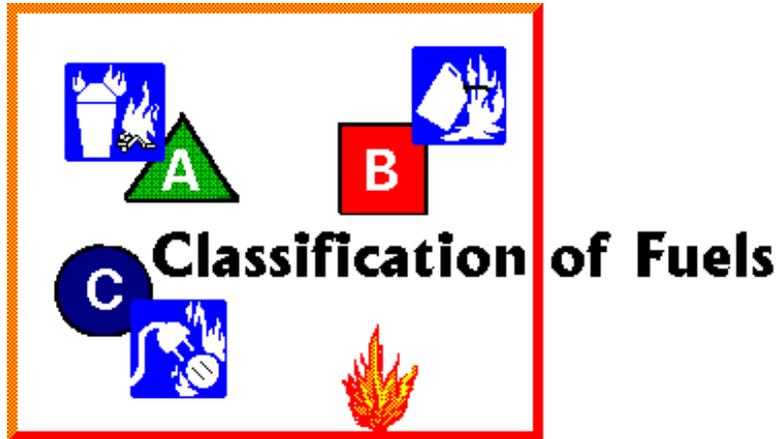
If you hear an alarm or are notified of a fire

- ◆ Insure that your emergency team is in place
- ◆ Direct occupants to the safe refuge areas (east on Colorado to the park area between Stewart Street and the pre-school and east in the alley behind the building to the park area between Stewart Street and the pre-school); do not let people congregate in or around the buildings or near red curb areas.
- ◆ Restricting re-entry to the building.
- ◆ Follow directions from the Fire Safety Director (Building Management) or Fire Department Personnel.



Fire Extinguisher Use

Fire Types



Not all fires are the same, and they are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you can, in fact, make matters worse. It is therefore very important to understand the four different fire classifications.



Class A - Wood, paper, cloth, trash, plastics
Solid combustible materials that are not metals. (Class A fires generally leave an Ash.)



Class B - Flammable liquids: gasoline, oil, grease, acetone Any non-metal in a liquid state, on fire. This classification also includes flammable gases. (Class B fires generally involve materials that Boil or Bubble.)



Class C - Electrical: energized electrical equipment
As long as it's "plugged in," it would be considered a class C fire. (Class C fires generally deal with electrical Current.)



Class D - Metals: potassium, sodium, aluminum, magnesium Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you'll have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.

PASS

It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for **Pull, Aim, Squeeze, and Sweep**.

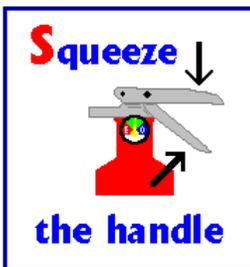


Pull the pin.

This will allow you to discharge the extinguisher.



Aim at the base of the fire. If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.



Squeeze the top handle or lever. This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

Types of Extinguishers



Dry Chemical extinguishers are usually rated for multiple purpose use. They contain an extinguishing agent and use a compressed, non-flammable gas as a propellant. ABC is a popular dry chemical fire extinguisher.



Water These extinguishers contain water and compressed air and should only be used on Class A (ordinary combustibles) fires.



Carbon Dioxide (CO₂) extinguishers are most effective on Class B and C (liquids and electrical) fires. Since the gas disperses quickly, these extinguishers are only effective from 3 to 8 feet. The carbon dioxide is stored as a compressed liquid in the extinguisher; as it expands, it cools the surrounding air. The cooling will often cause ice to form around the “horn” where the gas is expelled from the extinguisher. Since the fire could re-ignite, continue to apply the agent even after the fire appears to be out.



Halon extinguishers contain a gas that interrupts the chemical reaction that takes place when fuels burn. These types of extinguishers are often used to protect valuable electrical equipment since they leave no residue to clean up. Halon extinguishers have a limited range, usually 4 to 6 feet. The initial application of Halon should be made at the base of the fire, even after the flames have been extinguished.

Chapter 4 Evacuation Procedures

Definitions

PANIC: A sudden unreasoning terror often accompanied by mass hysteria. Panic is often the result of not knowing what to do.

EVACUATION: The movement of people off of a floor. The emergency movement of people is best accomplished in a supervised manner. Personnel trained on proper evacuation methods will make relocation of any number of people a safe operation.

HORIZONTAL EVACUATION: The movement of people across floors to safe refuge areas, stairwells, etc.

VERTICAL EVACUATION: The movement of people either down or up.

RELOCATION: The movement of one floor or several floors within a building.

TOTAL EVACUATION: The movement of all occupants from the building. Total evacuation is not always necessary or recommended. Total evacuation should be considered in the event of extreme emergency situations.

Specific Evacuation Procedures

Upon hearing/seeing the fire alarm on their floor, occupants will walk down the stairwells, evacuate the building and proceed to a designated Outside Area of Refuge.

It is important for all occupants to move away from the building (in the event of a real fire, glass may be falling) and out of the way of incoming Emergency Personnel. Use caution crossing all driveways. Do not congregate in or around the building or in red curbed areas.

Once at the Outside Areas of Refuge, it is imperative that all occupants remain together so that the Suite/Floor Wardens can take a head count to verify all occupants have left the building safely. If anyone is determined to be missing, the Suite/Floor Wardens must report this information to Building Staff or Fire Department Personnel AT ONCE!

2600 Colorado: The fire alarm emits an electronic tone with strobe lights. The audible/ visual alarm is activated THROUGHOUT THE BUILDING. A fire alarm

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signal is also annunciated at the Fire Alarm Panel and at the outside monitoring company.

Stairwell Information - 2600

STAIRWELL #5 connects levels Ground - Roof and exit into the alley behind the building.

STAIRWELL #6 connects levels Ground - Roof and exits into 26th Street.

STAIRWELL #7 connects levels C - Ground and exit directly into the alley on the south/east side of the building.

STAIRWELL #8 connects levels C - Ground and exits directly into the outside patio of the Café.

STAIRWELL #9 connects levels C - Ground and exits directly into the alley on the south/west side of the building.

STAIRWELL #10 connects levels C -Ground and exits directly outside into the alley the south center side behind the building.

STAIRWELL #5 HAS ROOF ACCESS THROUGH A HATCH. STAIRWELL #6 HAS ROOF ACCESS THROUGH A DOOR. THE DOOR TO THE ROOF IS UNLOCKED.

Exterior stairwells are locked from the exterior side.

2700 Colorado: The fire alarm emits an electronic tone with strobe lights. The audible/visual alarm is activated ON ONE FLOOR AT A TIME, the floor where a device has been activated. A fire alarm signal is also annunciated at the Fire Alarm Panel and at the outside monitoring company.

Stairwell Information - 2700

STAIRWELL #1 connects levels Ground - Roof and exit into the north side of the Café patio.

STAIRWELL #2 connects levels Ground - Roof and exit into the alley behind the building.

STAIRWELL #3 connects levels Ground- Roof and exit into the alley behind the building.

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Floor Warden Section

STAIRWELL #7 connects levels C - Ground and exit directly into the alley on the south/east side of the building.

STAIRWELL #8 connects levels C - Ground and exits irectly into the outside patio of the Café.

STAIRWELL #9 connects levels C - Ground and exits directly into the alley on the south/west side of the building.

STAIRWELL #10 connects levels C -Ground and exits directly outside into the alley the south center side behind the building.

STAIRWELL #1 HAS ROOF ACCESS THROUGH A DOOR. STAIRWELLS #2 AND #3 HAVE ROOF ACCESS THROUGH A HATCH. THE DOOR TO THE ROOF IS UNLOCKED

Exterior stairwells are locked from the exterior side.

Safety in Stairwells

- ✚ Remain quiet and calm.
- ✚ Remove high-heeled shoes to avoid tripping (carry them with you.)
- ✚ Use handrail that is most continuous (usually center.)
- ✚ Keep to one side. Walk in single file. Emergency Personnel will be coming up the stairs.
- ✚ Move quickly, but do not run.
- ✚ Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- ✚ Provide assistance for those who are slower moving or physically impaired.
- ✚ Evacuate and proceed to a safe refuge area.
- ✚ All injuries should be treated at stairwell landings when required and safe to do so.
- ✚ Do not smoke.
- ✚ Do not spread false information, rumors, etc.

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- ✚ Complete evacuation. Do not congregate in stairwell.
- ✚ Do not carry food and/or beverages into the stairwell as they may spill and cause a slip and fall hazard.

AREAS OF REFUGE

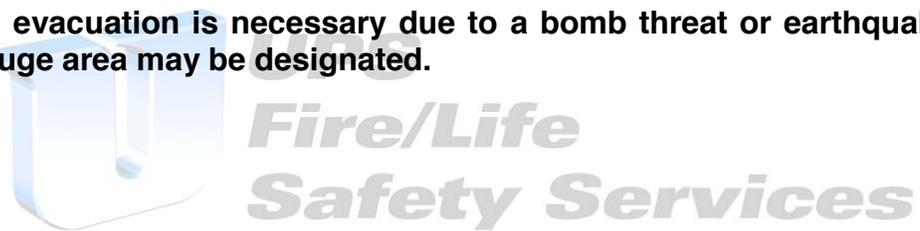
Refuge Areas are areas inside or outside of the building which would provide a level of protection.

Inside Areas of Refuge during a fire emergency: usually any floor three or more above or below the fire floor and enclosed stairwells are deemed refuge areas in a fully sprinklered building.

Outside Areas of Safe Refuge for a FIRE emergency are:

- ◆ East on Colorado to the park area between Stewart Street and the Pre-School.
- ◆ East in the alley behind the building to the park area between Stewart Street and the Pre-School.

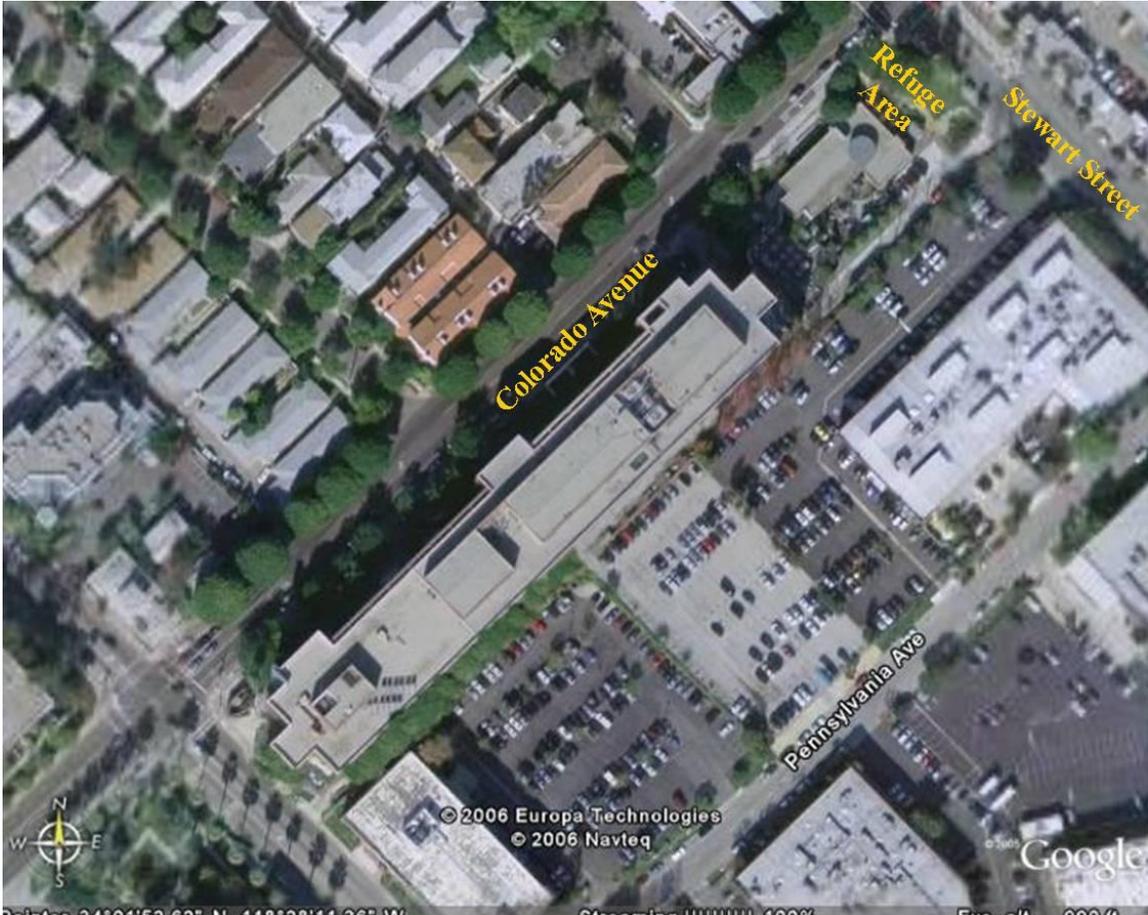
In the event an evacuation is necessary due to a bomb threat or earthquake, an alternate refuge area may be designated.



2600-2700 Colorado Avenue
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Refuge Area Map

The refuge area for both buildings is in the Park area at the corner of Colorado and Stewart.



If an evacuation becomes necessary due to a bomb threat or an earthquake, an alternate refuge area may be designated at that time.

Considerations for People Who May Need Assistance

Physically challenged individuals may need assistance during an emergency. Any person who may need the assistance of another to effectively evacuate during an emergency is considered physically challenged. The impairment may be permanent or temporary, and may include but not be limited to:

- ✚ Persons confined to wheelchairs
- ✚ Persons dependant upon crutches
- ✚ Persons with significant hearing or sight impairment
- ✚ Pregnant persons
- ✚ Extreme obesity

The following information should be distributed to all occupants who are physically impaired:

PRE-EMERGENCY ACTIONS:

1. Prior to an emergency select two assistants to assist you in an emergency. Meet with the assistants to discuss your special needs in case of an emergency. Be sure to tell them how best to assist you. Remember you are the expert on your own personal condition.
2. Decide on a meeting spot. For example: at your desk or at a designated stairwell.
3. If applicable, have assistants become familiar with various lifts and carries.

EVACUATION AND PANIC CONTROL

DURING A FIRE EMERGENCY:

1. Upon hearing the fire alarm, meet with your assistants.
2. Proceed to the nearest safe stairwell.
3. Enter the stairwell last and remain on the landing. Be sure to close the door behind you. One assistant should notify Building Staff or Fire Department Personnel of your location. For example; on the 3rd floor in Stairwell #2. The other Assistant will remain in the stairwell with you. If further evacuation is necessary the Assistant may assist you to five floors below the fire floor to a re-entry floor or to the exterior safe refuge area.
4. Remain calm. Help is on the way. The Fire Department's first priority is rescuing people.

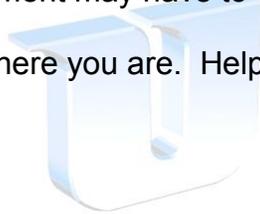
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Listed below are some things that you can do for yourself if you are alone during an emergency:

1. Proceed to the stairwell. Instruct all others who are exiting to tell the Fire Department which floor and stairwell you are in.
2. Be prepared to ask for assistance. Tell them what your condition is and be prepared to give instructions on how you can best be helped.

IF YOU CANNOT LEAVE YOUR OFFICE:

1. DO NOT PANIC.
2. Close as many doors as possible between you and the fire.
3. Immediately call the Fire Department at 9-1-1 or if a problem occurs with the 9-1-1 system, call Fire Alternate Emergency Number - Tell them you cannot get out. - Tell them you are physically impaired and in what way. - Give them your address and suite number. - Give them the nearest cross street. - Give them the number you are calling from: This is important because the Fire Department may have to call you back to get more information.
4. Stay where you are. Help is on the way.



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Lifts and Carries

ONE RESCUER	
<p>ANKLE PULL</p> 	<p>The ankle pull is the fastest method for moving a victim a short distance over a <i>smooth</i> surface. This is not a preferred method of patient movement.</p> <ol style="list-style-type: none">1. Grasp the victim by both ankles or pant cuffs.2. Pull with your legs, not your back.3. Keep your back as straight as possible.4. Try to keep the pull as straight and in-line as possible.5. Keep aware that the head is unsupported and may bounce over bumps and surface imperfections.
<p>SHOULDER PULL</p> 	<p>The shoulder pull is preferred to the ankle pull. It supports the head of the victim. The negative is that it requires the rescuer to bend over at the waist while pulling.</p> <ol style="list-style-type: none">1. Grasp the victim by the clothing under the shoulders.2. Keep your arms on both sides of the head.3. Support the head.4. Try to keep the pull as straight and in-line as possible.
<p>BLANKET PULL</p> 	<p>This is the preferred method for dragging a victim.</p> <ol style="list-style-type: none">1. Place the victim on the blanket by using the "logroll" or the three-person lift.2. The victim is placed with the head approx. 2 ft. from one corner of the blanket.3. Wrap the blanket corners around the victim.4. Keep your back as straight as possible.5. Use your legs, not your back.6. Try to keep the pull as straight and in-line as possible.

<p>ONE-PERSON LIFT</p> 	<p>This only works with a child or a very light person.</p> <ol style="list-style-type: none">1. Place your arms under the victim's knees and around their back.
<p>FIREFIGHTER CARRY</p> 	<p>This technique is for carrying a victim longer distances. It is very difficult to get the person up to this position from the ground. Getting the victim into position requires a very strong rescuer or an assistant.</p> <ol style="list-style-type: none">1. The victim is carried over one shoulder.2. The rescuer's arm, on the side that the victim is being carried, is wrapped across the victim's legs and grasps the victim's opposite arm.
<p>PACK-STRAP CARRY</p> 	<p>When injuries make the firefighter carry unsafe, this method is better for longer distances than the one-person lift.</p> <ol style="list-style-type: none">1. Place both the victim's arms over your shoulders.2. Cross the victim's arms, grasping the victim's opposite wrist.3. Pull the arms close to your chest.4. Squat slightly and drive your hips into the victim while bending slightly at the waist.5. Balance the load on your hips and support the victim with your legs.



TWO RESCUERS	
HUMAN CRUTCH/ TWO-PERSON DRAG	For the conscious victim , this carry allows the victim to swing their leg using the rescuers as a pair of crutches. For the unconscious victim , it is a <i>quick</i> and easy way to move a victim out of immediate danger.
	<ol style="list-style-type: none">1. Start with the victim on the ground.2. Both rescuers stand on either side of the victim's chest.3. The rescuer's hand nearest the feet grabs the victim's wrist on their side of the victim.4. The rescuer's other hand grasps the clothing of the shoulder nearest them.5. Pulling and lifting the victim's arms, the rescuers bring the victim into a sitting position.6. The conscious victim will then stand with rescuer assistance.7. The rescuers place their hands around the victim's waist.8. For the unconscious victim, the rescuers will grasp the belt or waistband of the victim's clothing.9. The rescuers will then squat down.10. Place the victim's arms over their shoulders so that they end up facing the same direction as the victim.11. Then, using their legs, they stand with the victim.12. The rescuers then move out, dragging the victim's legs behind.

<p>FOUR-HANDED SEAT</p> 	<p>This technique is for carrying conscious and alert victims moderate distances. The victim must be able to stand unsupported and hold themselves upright during transport.</p> <ol style="list-style-type: none">1. Position the hands as indicated in the graphic.2. Lower the seat and allow the victim to sit.3. Lower the seat using your legs, not your back.4. When the victim is in place, stand using your legs, keeping your back straight.
<p>TWO-HANDED SEAT</p> 	<p>This technique is for carrying a victim longer distances. This technique can support an unconscious victim.</p> <ol style="list-style-type: none">1. Pick up the victim by having both rescuers squat down on either side of the victim.2. Reach under the victim's shoulders and under their knees.3. Grasp the other rescuer's wrists.4. From the squat, with good lifting technique, stand.5. Walk in the direction that the victim is facing.

<p>CHAIR CARRY</p> 	<p>This is a good method for carrying victims up and down stairs or through narrow or uneven areas.</p> <p>NOTE: The chair used should be a sturdy one. Don't use aluminum beach chairs, resin patio chairs, swivel chairs, or lightweight folding chairs.</p> <p>REMEMBER: Chairs with wheels can be used to roll the victim, but should not be used for a carry.</p> <ol style="list-style-type: none">1. Pick the victim up and place them or have them sit in a chair.2. The rescuer at the head grasps the chair from the sides of the back, palms in.3. The rescuer at the head then tilts the chair back onto its rear legs.4. For short distances or stairwells, The second rescuer should face in and grasp the chair legs.5. For longer distances, the second rescuer should separate the victim's legs, back into the chair and, on the command of the rescuer at the head, both rescuers stand using their legs.
<p>IMPROVISED STRETCHER</p> 	<p>This technique requires two poles/pipes strong enough to support the victim's weight and at least two shirts.</p> <p>REMEMBER: Rescuers should not give up clothing if, for any reason, this might affect their health, welfare, or reduce their effectiveness.</p> <ol style="list-style-type: none">1. While the first rescuer is grasping the litter poles, the second rescuer pulls the shirt off the head of rescuer one.2. All buttons should be buttoned with the possible exception of the collar and cuffs.3. The rescuers then reverse the procedure and switch sides.

Chapter 5 Earthquake Procedures

Before

1. Know location of possible Safe Refuge Areas outside and away from the building in case evacuation is necessary. **Generally, it is safer to remain inside the building.**
2. Know location of utility shutoffs - gas, water and electric.
3. Know location of nearest Essential Service Phone - usually a pay phone.
4. Reduce non-structural hazards, for example: secure top-heavy objects such as bookcases, filing cabinets, etc. to structural elements of the building. Remove all heavy objects from top shelves. Secure cleaning liquids and other chemicals on shelves to help prevent spillage.
5. Maintain battery operated portable radios (with extra batteries) to receive Emergency Broadcast Reports.
6. Have a First Aid Kit (check & maintain quarterly.)
7. Maintain battery operated flashlights in working condition.
8. It is also recommended that you have: - heavy gloves in case of broken glass; a pair of rubber soled shoes; replacement glasses or contacts - if you are on any medication, have a 72 hour (minimum) supply with you at all times; water: store water and rotate the bottles regularly.
9. Have a plan for reuniting your family. You will not be able to function at work effectively if you are worried about your family. Make sure they know what to do.
10. Have an out of state contact person. So when you are able to use a phone, you can call to see who is accounted for.
11. First Aid Training is **highly** recommended for building staff and occupants of the building.
12. For more information on Earthquake Preparedness, contact the American Red Cross or your local Fire Department.
13. It is recommended that all occupants be prepared for a 72-hour period (water, food, medical needs, sewage) in accordance with the local Emergency Disaster Services.

During

REMEMBER: DROP, COVER & HOLD.

1. **Get under a desk, table or other sturdy object and hold on; or brace yourself against an interior wall in the core of the building. Protect your head.**
2. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
3. Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.
4. Do not smoke or use matches, candles or lighters in case of gas leaks.
5. Do not be surprised if electricity goes off.

NOTE: DOORWAYS SHOULD NOT BE USED AS A SAFE REFUGE.

If you are outside: Stay there. Move away from structures, power poles, lampposts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.



After

BE PREPARED FOR AFTERSHOCKS

1. Check for damage. Carefully inspect area for damage and potentially dangerous situations.
2. Check building for damage and for injured occupants.
3. Assign occupants to act as “runners” to relay communications among Suite/Floor Wardens.
4. Receive status reports from “runners” regarding extent of injuries, hazards and building damage on each floor.
5. Assess damage and take emergency actions. Check exteriors for broken or cracked glass and cone off dangerous areas. Order evacuation or relocation as necessary. Relay messages through “runners” or Suite/Floor Wardens.
6. Call appropriate outside emergency services - for example: Fire Department, Paramedics, utility companies, etc. If communications are not working, assign staff or occupant to use nearest essential service phone.
7. Limit telephone use. Leave telephone lines clear for emergency communications only. Be sure to replace receivers if they have fallen off the hook.
8. If evacuation is necessary (**generally, it is safer to remain inside the building,**) first determine an outside safe area. Check evacuation routes. Send “runners” to notify Suite/Floor Wardens to begin evacuation. Assemble occupants at a safe refuge area outside and away from buildings.
9. If you do evacuate the building, DO NOT return until you are notified that it is safe to return.
10. Verify that occupants who are physically impaired have been assisted. Check with assistants or Suite/Floor Wardens.
11. Listen to battery powered radio for emergency reports. Keep occupants quiet and calm. Keep occupants informed to prevent spreading of rumors.

12. Cooperate with and assist Public Safety Officials.

NOTE: If you are in an elevator, sit on the floor or brace yourself against the wall. Remain calm - the elevator is designed not to fall.

WHEN CAN OCCUPANTS GO HOME? It is best that in the event of an earthquake or community wide disaster during normal working hours, all occupants remain at work. It may be too dangerous or improbable to attempt to go home right away. Encourage occupants to listen to radio reports for areas and roads that have sustained damage. Discourage leaving until they know roads are undamaged and traffic is moving. Encourage occupants to assist as necessary.

Earthquake Evacuation

Determine in advance the safest exit from your work location and route you will follow to reach that exit in the event an evacuation is necessary. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use. If an evacuation is necessary, provide the following information to tenants.

- a. **DO NOT** evacuate unless told to do so or if danger is imminent.
- b. **FOLLOW INSTRUCTIONS** given by emergency personnel.
- c. **DO NOT RUN.** Walk and keep noise to a minimum.
- d. **DO NOT USE ELEVATORS.**
- e. **DO NOT PUSH OR CROWD.** Use handrails in stairwells and move to the opposite side if you encounter emergency personnel.
- f. **MOVE** to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- g. **ASSIST NON-AMBULATORY**, visually impaired, and hear-impaired persons if they are present.

If you have relocated away from the building, **DO NOT** return until you are notified that it is safe to return.

WHAT IF YOU ARE IN AN ELEVATOR?

If you are in an elevator, you are probably better protected than most people. The elevator is designed to not fall down the shaft and nothing heavy can fall on you.

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Chapter 6 Other Emergencies

Medical Emergencies

When notified of a medical emergency:

1. Obtain the following information:
 - The victim's name
 - The victim's location
 - The nature of the emergency
 - A call back number

 2. Notify the Paramedics 9-1-1 or if there is a problem with 9-1-1 dial alternate Paramedic's telephone number Fire Alternate Emergency Number and give the following information:
 - The Building name:
 - The building address:
 - Cross Street:
 - The nature of the emergency
 - The victim's general condition and location
 - Your callback number
- IMPORTANT: DO NOT HANG UP UNTIL THE FIRE DEPARTMENT OPERATOR DOES SO FIRST.**
3. Notify building management or security.
 4. Building Staff will reserve an elevator for use by the Paramedics.
 5. Send someone to the elevator lobby to meet and direct paramedics upon arrival.



**UPS
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Safety Services**

Bomb Threats

BACKGROUND INFORMATION

Research has resulted in the following insights:

Because there are groups—small in number—dedicated to harassing industry and government by doing damage through explosive charges, it is not prudent to ignore a threat when it is received. This is so even though statistically it can be shown that the underlying motives in most threats are to cause disruption, harassment and excitement, and not physical destruction.

Threats generally fall into the following two broad categories:

1. The person making the threat claims he is going to do something, for example, place an explosive in the building.
2. Claims he has already done something, for example, placed an explosive in the building

Most threats are communicated by telephone and are almost impossible to trace.

A number of actual bombings to date have taken place in buildings during hours when few employees are known to be working. Also, in most cases, when an explosion has actually taken place, the caller has been specific as to the time the explosive will detonate. A pattern has also developed indicating that the bomber will notify the police authorities in addition to notifying the building in which the bomb has been placed. The calls have generally been received from 20 to 40 minutes prior to the detonation. This short time span is undoubtedly designed to prevent a thorough search of the premises or facility to locate the explosive charge.

Prevention

The bomber has a distinct advantage over other criminals because he can pick his time and place from afar and use the bomb threat as a weapon to achieve his criminal objective.

There are certain steps that can be taken to prevent a bomb incident. To do this, the access to likely hiding places (both inside and outside the building) must be made as difficult as possible. Some precautionary measures that can be taken are:

1. Control entry to limit access to likely hiding places.
2. Develop a procedure to inspect incoming parcels.
3. Keep exits unobstructed.

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4. Control access to certain areas.
5. Maintain effective key control.
6. Consider using electronics or photographic surveillance.
7. Maintain adequate lighting both inside and outside.
8. Tighten security to lessen the risk of an actual explosive device ever being placed.

Bomb Threat Team

A bomb threat situation can be resolved with a minimum of risk to people and property while minimizing the disruption of normal operation. The key people involved in implementing the plan are:

Building Management: who has the full authority to order the evacuation, search, shutdown and reentry. They must be notified immediately. Building Owners will be contacted by Building Management.

Fire Safety Director: who will direct the search, evacuation and reentry.

Search Teams: are also a vital part of the bomb threat situation. They must be familiar with both public and out of the way areas.

The Police Department should be notified of all threats.

The safety and security of all occupants is of utmost importance. Proper coordination will assure smooth handling of all bomb threats with the least amount of inconvenience to all concerned.

Bomb Threat Evaluation

Building Management must evaluate every bomb threat. One individual must have full authority to make the decision to partially or totally evacuate or not to evacuate, if a caller indicates that the bomb has already been placed in the building, evaluation and judgment regarding the evacuation must be made quickly. The decision to evacuate should be a cooperative effort between the Police Department and Building Management.

Each threat may be classified as a specific or non-specific threat depending upon the information provided in the threat. A specific threat is the least common type, but more likely involves an actual explosion. This type of threat usually provides information regarding the bomb. For example: its placement, or the rationale for the attack, or when the bomb is going to explode. A non-specific threat simply states

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that a bomb has been placed, and generally little additional information is provided. It is also the most common type of threat received.

Every bomb threat must be evaluated. The evaluation is based on the information given by the caller.

- ◆ Time set for detonation.
- ◆ Exact location of the bomb.
- ◆ Description of explosive or container.
- ◆ Identity of the caller - consider tone of voice, age of caller, background noise, exact words used, frequency of threat and any claimed identity to a political group.
- ◆ Reason for threat - extortion, harassment, unhappy employee or customer, etc.

Other information to consider includes:

- ◆ Number of threats received.
- ◆ Experience of other buildings in the area.
- ◆ Timing of threat. For example: before a long weekend.
- ◆ Call connected to a known situation. For example: recent employee dismissal, labor problems, general employee unhappiness, or unrest in the community.
- ◆ Possibility of access to facility that would allow planting a device.

If evacuation is ordered, consider:

- ◆ Size, location and structure of building.
- ◆ Number of people on duty. It is difficult to evacuate large facilities with many people.
- ◆ Proximity and danger to neighborhood buildings.
- ◆ Possibility of an effective search without total evacuation.
- ◆ Need for evacuation of entire building. Some areas with built-in security versus other areas accessible to the public.
- ◆ The availability of outside area to which employees can be evacuated.
- ◆ The liabilities involved if an explosion occurs and the building was not evacuated.
- ◆ Overreaction resulting in repeated immediate evacuation could lead to continuing threat calls from pranksters.

Based on your evaluation there are three choices:

1. Notification of Tenant Representatives or Suite/Floor Wardens only.
2. Search without evacuation and notification of Tenant Representatives or Suite/Floor Wardens.
3. Entire building search and total evacuation.

The Fire Safety Director will then begin implementing the decision. All phone calls should be documented: time of call and with whom they spoke.

Procedures

UPON NOTIFICATION OF A BOMB THREAT:

1. Notify:
The Office of the Building
The Police Department

Give exact location and all known facts. BE GUIDED BY THE INSTRUCTIONS OF THE POLICE DEPARTMENT AND BUILDING MANAGEMENT.

2. Insure that, "threat conversation" is documented as accurately as possible and as soon as practical. To assist the police and as an aid to completing reports, use the BOMB THREAT CHECK LIST (see Appendix) for guidance. It is helpful to keep this form readily available at all reception phone locations.

DETERMINE IF THREAT AFFECTS THE LOCAL FLOOR ONLY, or if area cannot be determined. In association with senior management of your firm, consider the following options:

1. Take no further action.
2. Search without evacuation.
3. Initiate partial evacuation.
4. Conduct a complete evacuation and search.

IF A SINGLE FLOOR IS AFFECTED:

Mobilize the Floor Warden team to assist in a search and/or evacuation procedure. Building Management will contact individual client companies and offices systematically and advise them of the situation.

A quick visual search is advisable and should be accomplished by those FAMILIAR WITH THE AREA, i.e. Floor Wardens and staff. As you search, work/look from the walls to the center of room and the floor to the ceiling. If lights are found off, leave them off.

IF AN EVACUATION IS DEEMED APPROPRIATE

If an evacuation is deemed appropriate, procedures will simulate those of a fire drill evacuation. Building Management may use the public address system to notify the affected floors or telephone or messenger contact may be used.

Once individual areas are evacuated, they should be secured and re-entry restricted and controlled by proper authorities. The Los Angeles Sheriff's Department will, in most circumstances, be in charge of the situation at this time. All items not carried

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in by arriving personnel and readily identified as inert shall be left to the proper authority for inspection. Any and all strange object or objects out of place should be "suspect" and will be handled accordingly.

UPON DISCOVERY OF A SUSPICIOUS OBJECT:

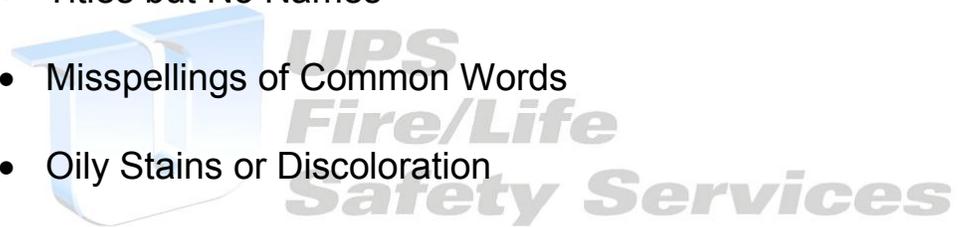
1. Insure that the device is not moved or covered, noting its description and exact location. Two-way radios, cellular phones, and pagers should not be permitted in the area or used at this time.
2. Keep the Office of the Building informed of all current facts. Control entry to the area until relieved of responsibility or given further instructions from the Bomb Squad.
3. Simultaneously, commence evacuation of the area or floor utilizing floor response teams as communication messengers. In addition Building Management may assist in the evacuation by making an evacuation announcement to the affected floors. NOTE: "Notification should be handled in a low key manner to help reduce the chance of panic." Evacuate the floor spaces immediately above and below the device, and on either side.
4. After relocation be prepared to assist the authorities as required or requested.
5. When evacuating in response to a bomb threat or the discovery of a suspicious object, consider the safety of primary and secondary evacuation routes before using them.
6. Advise the appropriate authority, whether in house or outside agency as to current activities, situation, and possible relocation site if applicable.
7. Standby for notification that it is safe to return to your offices.

WARNING!

LETTER AND PARCEL BOMB

RECOGNITION POINTS

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, Etc.
- Excessive Postage
- Hand Written or Poorly Typed Addresses
- Incorrect Titles
- Titles but No Names
- Misspellings of Common Words
- Oily Stains or Discoloration
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Excessive Securing Material such as Masking Tape, String, etc.
- Visual Distractions



Bomb Threat Check List



Bomb Threat Check List

Place This Sheet At Any Telephone That Can Receive An Outside Call

Your Name _____
Date of call: _____
Time Received: _____
Time Ended: _____

Speech
 Slow Excited Disguised
 Rapid Angry Sincere
 Normal Calm Shurred

Questions to Ask

1. When will it explode?

2. Where is the bomb?

3. What kind of bomb is it?

4. What does it look like?

5. Why are you doing this?

6. Where are you calling from?

7. What is your name?

Other Voice Characteristics

Other Comments About Tone of Speech

Background Noise

Office Airport Music
 Factory Street Quiet
 Animals Railroad Voices

Origin of the Call

Local Internal Phone Booth Long Distance

Exact words of the caller:

Notifications (indicate who and when)

Police _____
Others _____

Description of the caller's voice:

Loud Deep Distorted
 Soft Raspy Intoxicated
 Normal Stutter Foul
 Pleasant Distant Nasal

Remarks

Male _____ or Female _____

Young _____ Middle Aged _____ Old _____

Estimated Age _____

Describe Accent _____

Was the voice Familiar? _____

If so who did it sound like?

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE

Chapter 7 Building Systems

2600 and 2700 Colorado Avenue are 6-story fully sprinklered office buildings located in Santa Monica. The two buildings are attached by a demising wall.

The buildings have 6 above ground floors and 3 below ground parking levels. The parking levels are designated a, b, and c. The above ground floors are designated as the ground floor, numbered floors (2 through 5) and the penthouse. Tenant space is provided on the ground floor through the 5th floor. The penthouses contain the mechanical rooms.

Systems Serving Both Buildings

Alarm Panels

The main alarm panel is located in the 2700 building in the management office. A remote panel is located in the 2600 building in the ground floor lobby on the north wall. The main panel monitors and controls the building systems. The building alarms are monitored 24 hours a day by NACC, an outside monitoring company.

Systems Monitored

- ◆ Manual Pull Stations
- ◆ Water Flow
- ◆ Smoke detectors
- ◆ Strobe Lights



**UPS
Fire/Life
Safety Services**

Systems Controlled

- ◆ Audible and visual alarms
- ◆ Elevator recall
- ◆ HVAC shutdown

The fire alarm panels have battery back up and rechargeable batteries.

Fire Pump

The fire pump for both buildings is located in the north-west corner of the A level of the parking garage beneath the 2600 building and provides water to the sprinkler systems for both buildings. The pump is supplied through the city water system.

A 1,000 gallon fuel tank supplying the fire pump is located underground west of the Colorado Street parking entrance to the 2600 building. A 25 gallon day tank is located in the fire pump room.

The fire pump is activated by a loss of pressure in the sprinkler or standpipe system.

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Emergency Power

A diesel generator located on the roof of the 2600 building outside stairwell #6 provides emergency power to both buildings. A 1,000 gallon fuel tank supplying the fire pump is located underground west of the Colorado Street parking entrance to the 2600 building. A 25 gallon day tank is located next to the generator.

If power is lost, the emergency generator will provide power to emergency lighting, exit signs, one elevator in each building, the fire alarm panels and systems, the security console in the 2700 building and the fire pump.

Automatic Fire Doors

Fire rated doors with magnetic door hold open devices are located in the elevator lobbies on all floors and in some tenant spaces. Upon activation of any alarm device (manual pull station, smoke detector or fire sprinkler, the magnets will release and doors will close. These doors are fire rated and are designed to close to help prevent the spread of fire and smoke. These doors should never be blocked or propped open.

Smoke Evacuation

The controls for the smoke evacuation systems are located in the penthouse of each building. This system is for use by or at the direction of the fire department.

Communications

Building staff, engineers and security personnel utilize two-way radios for communication.

Fire Extinguishers

ABC Fire extinguishers are located on all floors in each building for use in an emergency. A Halon system is located at the telephone connection point on the roof of the 2700 building.

Utility Shut Off

Utility shut offs are located in the 2600 building with the exception of the electricity shut off for the 2700 building.

Gas – On the exterior north wall at the top of the handicapped access ramp.

Electricity – In the northwest corner of the parking structure on the B level for the 2600 building and inside a cage west of the garage elevator lobby on the A level.

Water – On the west wall of the parking structure on the A level

2600 Building

FIRE DEPARTMENT KNOX BOX

The Knox box is located on a metal wall outside the lobby entrance on the north side.

FIRE ALARM:

The building's fire alarm emits an electronic tone with strobe lights. The audible/visual alarm is activated throughout the building, annunciates at the fire control panel and at the remote monitoring company.

PULL STATIONS

Manual pull stations are located in all elevator lobbies and by the exit stairwells. To operate: pull down.

Activation of a pull station will sound the audible/visual alarm throughout the building; announce an alarm condition at the office of the building's Fire Alarm Panel in the 2700 building, at the remote panel in the building lobby and at the off site monitoring company. The HVAC system will shut down and doors equipped with magnetic door releases will activate.

SMOKE DETECTORS

Smoke detectors are located in all elevator lobbies, electrical rooms, corridors, restrooms, all offices and tenant spaces, in the fire pump room and in the return air dampers.

Activation of any smoke detector will sound the audible/visual alarm throughout the building; announce an alarm condition at the office of the building's Fire Alarm Panel, at the remote panel in the building lobby and at the off site monitoring company. The HVAC system will shut down and doors equipped with magnetic door releases will activate.

Activation of a detector in the return air plenum will shut down the heating ventilation and air conditioning system throughout the building.

Activation of an elevator lobby smoke detector will recall all elevators to the Ground Level.

SPRINKLERS

Sprinklers are located throughout the building and in the parking structure. Sprinklers are heat activated. When the temperature of the fire reaches approximately 165 F, the heating element in the sprinkler head melts. Each sprinkler will then deliver approximately 25 gallons of water per minute.

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Activation of any sprinkler will sound the audible/visual alarm throughout the building; announce an alarm condition at the office of the building's Fire Alarm Panel, at the remote panel in the building lobby and at the off site monitoring company. The HVAC system will shut down, the fire pump will start and doors equipped with magnetic door releases will activate.

Sprinkler shut off valves are located on each tenant floor in stairwell #6. In the parking garage, sprinkler shut off valves are located on each level in stairwell #7, #8, #9, and #10. The main sprinkler shut off valve is located on parking level A in a wire cage near the west wall.

Heating Ventilation and Air Conditioning

Activation of any alarm device will cause the HVAC system to shut down throughout the building. A manual shut off is located to the right of the entrance door to the chiller room.

STAIRWELLS

The building has 6 stairwells:

- ◆ Stairwell #5 connects Levels Ground - Roof and exit into the alley behind the building. Stairwell #5 has roof access through a hatch.
- ◆ Stairwell #6 connects Levels Ground - Roof and exit on to 26th Street. Stairwell #6 has roof access through a door. The door to the roof is unlocked.
- ◆ Stairwell #7 connects Levels C - Ground and exit directly into the alley on the south/east side of the building.
- ◆ Stairwell #8 connects Levels C - Ground and exit directly into the outside patio of the Café'.
- ◆ Stairwell #9 connects Levels C - Ground and exit directly into the alley on the south/west side of the building.
- ◆ Stairwell #10 connects Levels C - Ground and exit directly into the alley at the south center side behind the building.

Locked Stairwell Information

Stairwell doors are locked from the stair side for security reasons. The stairwells are the lifeline of a multi-story building. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor.

ELEVATORS:

The building has 3 elevators banked 2 and 1 which service levels C - 5. The elevators have emergency lights and an emergency auto-dialer telephone. The

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telephone is activated by pushing the “phone” button which automatically dials for emergency service. In addition, an intercom linked to the Security Desk is located at each parking level lobby. It allows hands free telephone communication, by first pushing the intercom button which automatically dials the Security Desk.

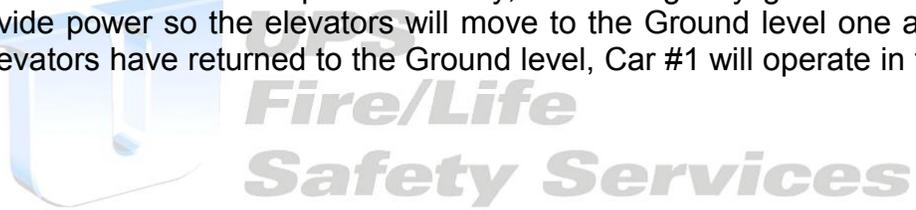
In a fire emergency: Upon activation of any elevator lobby smoke detector, the elevators will automatically recall to the Ground level. Elevators doors will open and the elevators will shut off. Activation of an elevator lobby smoke detector on the Ground level will recall the elevators to the 2 floor.

The passenger and freight elevators are in separate banks and will recall independently.

Elevators are not to be used in a fire emergency. Smoke may enter the elevator shaft and elevators may open onto the fire floor.

In an earthquake: All of the elevators will stop momentarily then move up or down to the closest floor - opposite the counterweight. The elevator doors will open and the elevators will remain there until inspected and reactivated by an elevator mechanic.

In a power failure: Elevators will stop momentarily, the emergency generator will start up and provide power so the elevators will move to the Ground level one at a time. Once all elevators have returned to the Ground level, Car #1 will operate in the normal manner.



2700 Building

FIRE DEPARTMENT KNOX BOX

The Knox box is located on the wall, in the planter outside the main lobby entrance, approximately 5 feet above ground.

FIRE ALARM:

The building's fire alarm emits an electronic tone with strobe lights. The audible/visual alarm is activated **only on the floor of activation**, annunciates at the fire control panel and at the remote monitoring company.

PULL STATIONS

Manual pull stations are located in all elevator lobbies and by the exit stairwells. To operate: pull down.

Activation of a pull station will sound the audible/visual alarm **only on the floor of activation**; annunciate an alarm condition at the office of the building's Fire Alarm Panel and at the off site monitoring company. The HVAC system will shut down and doors equipped with magnetic door releases will activate.

SMOKE DETECTORS

Smoke detectors are located in all elevator lobbies, electrical rooms, corridors, restrooms, all offices and tenant spaces, in the fire pump room and in the return air dampers.

Activation of any smoke detector will sound the audible/visual alarm **only on the floor of activation**, annunciate an alarm condition at the office of the building's Fire Alarm Panel, at the remote panel in the building lobby and at the off site monitoring company. The HVAC system will shut down and doors equipped with magnetic door releases will activate.

Activation of a detector in the return air plenum will shut down the heating ventilation and air conditioning system throughout the building.

Activation of an elevator lobby smoke detector will recall all elevators to the Ground Level.

SPRINKLERS

Sprinklers are located throughout the building and in the parking structure. Sprinklers are heat activated. When the temperature of the fire reaches approximately 165 F, the heating element in the sprinkler head melts. Each sprinkler will then deliver approximately 25 gallons of water per minute.

Activation of any sprinkler will sound the audible/visual alarm **only on the floor of activation**, annunciate an alarm condition at the office of the building's Fire Alarm Panel, at the remote panel in the building lobby and at the off site monitoring

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company. The HVAC system will shut down, the fire pump will start and doors equipped with magnetic door releases will activate.

Sprinkler shut off valves are located on each tenant floor in stairwell #6. In the parking garage, sprinkler shut off valves are located on each level in stairwell #7, #8, #9, and #10. The main sprinkler shut off valve is located on parking level A in a wire cage near the west wall.

Heating Ventilation and Air Conditioning

Activation of any alarm device will cause the HVAC system to shut down throughout the building. A manual shut off is located to the right of the entrance door to the chiller room.

STAIRWELLS

The building has 7 stairwells:

STAIRWELL #1 connects levels Ground - Roof and exits into the north side of the Café patio.

STAIRWELL #2 connects levels Ground - Roof and exits into the alley behind the building.

STAIRWELL #3 connects levels Ground - Roof and exits into the alley behind the building.

STAIRWELLS #7, #8, #9 and #10 connect and exit as stated above for 2600 Colorado.

STAIRWELL #1 HAS ROOF ACCESS THROUGH A DOOR. STAIRWELLS #2 and #3 HAS ROOF ACCESS THROUGH A HATCH. THE DOOR TO THE ROOF IS UNLOCKED.

Locked Stairwell Information

Stairwell doors are locked from the stair side for security reasons.

The stairwells are the lifeline of a multi-story building. In an emergency, occupants must use them to evacuate their floor and the Fire Department will use them to get to the fire floor.

ELEVATOR:

2700 Colorado Avenue has 3 passenger elevators banked 2 and 1 which service levels Ground - 5. The underground parking has 2 elevators banked together which service levels C – Ground. The freight elevator serves levels Ground – Roof and each parking level lobby.

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All elevators have an emergency auto-dialer telephone. To activate the emergency telephone, open the panel door, then push the button inside. This function will automatically dial for emergency service and allow hands free telephone communication. In addition, an intercom linked to the ground floor reception desk is located at each elevator lobby. To activate, push the button and wait for a reply. Then push the button to talk and release to listen.

In a fire emergency: Upon activation of any elevator lobby smoke detector, the elevators will automatically recall to the Ground level. Elevators doors will open and the elevators will shut off. Activation of an elevator lobby smoke detector on the Ground level will recall the elevators to the 2 floor.

The passenger and freight elevators are in separate banks and will recall independently.

Elevators are not to be used in a fire emergency. Smoke may enter the elevator shaft and elevators may open onto the fire floor.

In an earthquake: All of the elevators will stop momentarily then move up or down to the closest floor - opposite the counterweight. The elevator doors will open and the elevators will remain there until inspected and reactivated by an elevator mechanic.

In a power failure: Elevators will stop momentarily, the emergency generator will start up and provide power so the elevators will move to the Ground level one at a time. Once all elevators have returned to the Ground level, Car #3 will operate in the normal manner.

Chapter 8 Floor Warden Duties

Floor Warden Duties & Team Organization

The state of California Fire Code requires a Fire Safety Director and Floor Wardens with Alternates. Certain occupancies can be exempt from the Floor Warden requirement. Since floors are too large for one person to manage, floors fully occupied by one company appoint the Floor Warden, Assistant Floor Warden and monitors, as needed. On floors occupied by several tenants, the largest company on the floor is requested to appoint the Floor Warden and Assistant; the remaining tenants on the floor appoint Suite Monitors. There are three sets of Floor Wardens, Assistants and Monitors, one set for the north section, one set for the center section and one set for the south section of every floor. Duties shown below the assistant floor warden are described in the Floor Warden Manual.



DEFINITION OF A FLOOR WARDEN

The definition of a Floor Warden, as required and outlined by Title 19, is as follows:

A responsible person on each floor of every high-rise building shall be designated as the Floor Warden. In cooperation with the Fire Safety Director, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor and shall assume Floor Warden duties when necessary. Floor Wardens must attend the annual training prior to the annual evacuation. Exemptions to this regulation may be granted only upon a written request approved by the Chief.

FLOOR WARDEN DUTIES

As the number of occupants on any given floor increases, the more need a Floor Warden will have for additional assistance in supervision or related emergency tasks. The following personnel and/or tasks should therefore be pre-identified for the specified duties noted.

FLOOR WARDEN: Often designated by responding first to a situation. Directs the other members of the emergency evacuation team in their assigned duties and coordinates response procedures. All others will make status reports to the Floor Warden who will then report the information to Building Security or arriving emergency personnel.

STAIRWELL MONITORS: When alerted by the sounding of the first alert message over the public system that "an emergency condition is being investigated", take up positions at EACH stairwell as soon as possible and assist in occupant relocation/evacuation.

STAIRWELL SAFETY INSTRUCTIONS

In evacuating the building, it is important for all occupants to follow safe stairwell procedures:

- Remain quiet and calm.
- Remove high-heeled shoes to avoid tripping (carry them with you.)
- Use handrail that is most continuous (usually center.)
- Keep to one side. Walk in single file. Emergency Personnel will be coming up the stairs.

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- Move quickly, but do not run.
- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Gain assistance for those who are slower moving or physically impaired.
- Evacuate and proceed to a safe refuge area.
- All injuries should be treated at stairwell landings when required and safe to do so.
- Do not smoke.
- Do not spread false information, rumors, etc.
- Complete evacuation. Do not congregate in stairwell.**

ASSISTANT FLOOR WARDEN: This person would be selected to evacuate the designated safe refuge floor, and keep the group together at this location for a head count.

TELEPHONE MONITOR: In certain less critical crises and only if safety conditions permit, may be assigned to the Floor Warden's telephone to answer return calls from emergency personnel.

SEARCHERS: Will perform a systematic and thorough search of all floor areas including restrooms, break rooms, libraries and copy rooms

1. After areas are searched, close all doors to reduce the spread of heat and smoke.
2. Mark doors of all areas searched with post-its, tape, or chalk. Mark the searched doors on lower portion of door.
3. After the entire floor has been searched, report to the Lead Floor Warden with status report and proceed to the nearest stairwell to evacuate.

SUITE MONITORS: Suite Monitors should be assigned for floors with multi-tenant occupants and represent each client company. These floors may take a longer period of time to effectively search and direct occupants to the nearest stairwell due to the layout of multiple suites. Suite Monitors will assume the same responsibilities as Searchers for their area.

PHYSICALLY IMPAIRED ASSISTANCE MONITORS: A minimum of two persons, properly trained, should be assigned to physically impaired individuals (see Physically Impaired Roster) down the stairwell to a safe refuge location.

1. Ask individual(s) how they can be best helped.

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2. Be prepared to carry those who are confined to a wheelchair down the stairwell. Use approved methods of evacuation whenever possible.

Leave wheelchair(s) on the evacuated floor outside the stairwell. Also, so as not to congest the evacuation lines these individuals and their monitors should enter the stairwell last.

ELEVATOR MONITOR: Elevators should be monitored to assure that no person enters an elevator evacuation. Persons entering the elevator lobby should be directed to the safest stairwell exit. **DO NOT USE THE ELEVATORS!**

In conclusion, if an evacuation to a safe refuge area is called for:

Assure that Floor Warden team members are properly positioned and that emergency procedures are being put into effect through:

- ◆ Stairwell monitoring and supervision.
- ◆ Assistance for anyone who may have difficulty in a stair evacuation.
- ◆ A systematic final search routine.

AFTER RELOCATION OUT OF THE BUILDING:

Assemble all personnel and perform a head count. The method determined appropriate and most effective for this head count should be identified in the pre-planning phase. Suggestions include using employee lists, company telephone directories, in/out tablets at reception, or the buddy system.

Once relocated and personnel are accounted for, Floor Wardens should give a status report. "Floor number _____ has been evacuated", to the Fire Safety Director.

Evacuees should never return to their floor or the building until Building Management or the Fire Department instructs them that it is safe to do so. This announcement will be broadcast over public address system or via bull horns.

Chapter 9 Supplemental

Fire Drill Instructions

To have an effective Fire/Life/Safety Program, it is necessary that comprehensive training be given to **everyone** in the building.

Title 19 Section 3.10 requires a minimum of one fire drill annually on individual floors. Participation is MANDATORY.

The Fire Safety Director shall maintain documentation of all fire drills on Fire Department approved forms. Three to five floors may participate at the same time. All occupants should physically relocate to their designated outside Safe Refuge Areas using the stairwells.

The first fire drill should be announced in advance. This will help to uncover weaknesses. All drills should simulate as closely as possible actual emergency conditions. Fire drills should be a practice of the building's emergency procedures.

The purposes are to instill in the minds of all occupants the correct procedures necessary to ensure safety of life, and the joint testing of building emergency equipment and staff duties. Because of this, drills should never be taken lightly.

The responsibilities associated with the positions of Fire Safety Director and Floor Wardens & Suite Monitors are numerous. The persons assigned these positions must have management's full support and cooperation. They should have authority and this authority should be clearly defined and understood by their associates. They should be provided means of identification so that everyone will know whom they are. It is up to those persons assigned to conduct, document and critique the fire drills.

Prior to, and after, any drill, notify the City Fire Department Dispatch at 310-524-2760 to inform them that the building will be conducting a fire drill.

Most important checkpoints are:

1. **FLOOR WARDENS & SUITE MONITORS:**
 - a. Quick response of all Floor Wardens & Suite Monitors to their designated stations
 - b. Removal of occupants from immediate danger with instructions to respond to nearest stairwell.
 - c. Closing of doors (unlocked) to all rooms searched to confine the fire
 - d. Monitor stationed at elevator lobby to provide instruction to any occupant attempting to use the elevator for evacuation
 - e. Response of Assistants for the Physically Impaired

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2. STAFF RESPONSIBILITIES:

- a. Knowledge of Life Safety Systems and Fire Alarm Panels:
 - ◆ Fire Alarm Panels: quick identification of device activated and floor of activation and reset procedures
 - ◆ Using PA system and making appropriate announcements
 - ◆ Elevator recall
 - ◆ Procedure for shutting down HVAC system if not automatic.
- b. Appropriate action in meeting the Fire Department

Building Emergency Staff or Alternate Floor Wardens should be stationed at strategic locations throughout the drill floors to observe the actions of occupants when the alarm sounds.

Fire drills should be a practice of the building's emergency procedures and a learning experience for tenants and Building Staff.



Legal requirements

Title 8 California Code of Regulations

3220. Emergency Action Plan.

(a) Scope and Application. This section applies to all emergency action plans. The emergency action plan shall be in writing, except as provided in the last sentence of subsection (e) (3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) Elements. The following elements, at a minimum, shall be included in the plan:

- (1) Emergency escape procedures and emergency escape route assignments;
- (2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Rescue and medical duties for those employees who are to perform them;
- (5) The preferred means of reporting fires and other emergencies; and
- (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) Alarm System.

(1) The employer shall establish an employee alarm system which complies with Article 165.

(2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) Training.

(1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

(2) The employer shall advise each employee of his/her responsibility under the plan at the following times:

(A) Initially when the plan is developed,

(B) Whenever the employee's responsibilities or designated actions under the plan change, and

(C) Whenever the plan is changed.

(3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

3221. Fire Prevention Plan.

(a) Scope and Application. This section applies to all fire prevention plans. The fire prevention plan shall be in writing, except as provided in the last sentence of subsection (d) (2) of this section.

(b) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:

(1) Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

(2) Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and

(3) Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

(c) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(d) Training.

(1) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

(2) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(e) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accidental ignition of combustible materials.

Note: Authority and reference cited: Section 142.3, Labor Code.

Title 19 California Code of Regulations

3.09. Emergency Planning and Information.

(a) All office buildings 2 or more stories in height (except highrise buildings as defined by Health and Safety Code Section 13210).

(1) Owner(s) or operator(s) shall employ either one of the following methods of providing emergency procedures and information to the building occupants:

(A) Emergency procedures information published in the form of a leaflet, brochure, or pamphlet shall be available to all persons entering the building. Emergency procedures information shall be located immediately inside all entrances to the building, as determined by the authority having jurisdiction. Locations shall be clearly marked; or,

(B) A floor plan providing emergency procedures information shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be posted so that it describes the represented floor level and can be easily seen immediately upon entering the floor level or the building. Emergency procedures information shall be printed with a minimum of 3/16-inch high non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall provide all ambulatory, nonambulatory, and the physically disabled, instructions to be followed in the event of an emergency. Emergency procedures information shall include, but not be limited to the following:

(A) Location of exits and fire alarm initiating stations, if required;

(B) what the fire alarm, if required, sounds and looks like (audible and visual warning devices);

(C) fire department emergency telephone number 911; and,

(D) the prohibition of elevator use during emergencies, if any.

(b) Hotels, Motels and Lodging houses.

(1) Every guestroom available for rental in a hotel, motel, or lodging house shall have clearly visible emergency procedures information printed on a floor plan representative of the floor level and posted on the interior of each entrance door or immediately adjacent to such door. The owner/operator of a hotel, motel, or lodging house may, in lieu of posting emergency procedures information in each guestroom, provide such information through the use of leaflets, brochures, pamphlets, videotapes, or any other method as approved by the authority having jurisdiction. Oral communication in itself does not fulfill the intent of this section. However, oral communication can be incorporated as a part of the transfer of emergency procedures information. When emergency procedures information signage is posted on the interior of the guestroom entrance door, the bottom of the information shall not be located more than 4-feet above the floor level. Visually impaired persons shall receive instructions of a type they will understand, for example: taping of instructions in Braille, or other appropriate methods.

(2) Each method of providing information shall include, but not be limited to that described in subsection (a) (2) (A-D).

(3) Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guestrooms assigned to guests with disabilities when such guests have indicated that they have special emergency evacuation requirements. The innkeeper shall, at the innkeeper's option, do one of the following: (1) provide a place on the registration form for physically disabled guests who have such requirements to so identify themselves; (2) provide a notice on the room key jacket advising guests with disabilities who have special emergency evacuation requirements to so notify the front desk; or (3) utilize such other means for allowing such guests with disabilities to so identify themselves as may be approved by the authority having jurisdiction.

(c) Hotels, motels, lodging houses, highrise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps).

(1) Emergency procedures information printed on a floor plan shall be posted at every stairway landing, at every elevator landing, and immediately inside all

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public entrances to the building. The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedures information shall be printed with a minimum of 3/16-inch non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall include, but not be limited to that described in subsection (a) (2) (A-D).

(d) Owner(s) and operator(s) of hotels, motels, lodging houses, highrise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall appoint a Fire Safety Director, who shall:

(1) Report to owner(s) or operator(s);

(2) coordinate fire safety activities of the facility with the authority having jurisdiction;

(3) conduct, or cause to be conducted, all training as described in subsection (e), for all building employees and maintain records of dates, subjects, and attendance of each training session; and,

(4) develop and maintain a written facility emergency plan acceptable to the authority having jurisdiction. Upon request, the facility emergency plan shall be made physically available at the respective facility to the authority having jurisdiction. Facility emergency plans shall include, but not be limited to the following:

(A) Fire department emergency telephone number 911;

(B) other emergency response telephone numbers;

(C) evacuation or relocation plan for the building occupants;

(D) duties of the Fire Safety Director and other designated emergency personnel;

(E) building employee responsibilities in case of emergency, including individual assignment and reporting responsibilities; and,

(F) procedures to identify and assist the non-ambulatory and physically disabled.

(5) assure that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disabled are accomplished as follows:

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(A) Hotels, motels, and lodging houses shall comply with subsection (b)(3);

(B) owner(s) or operator(s) of highrise office buildings shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager's office;

(C) (3) Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall comply with normal hospital policies of assisting patients and guests during an emergency evacuation.

(e) Hotels, motels, lodging houses, and highrise office buildings shall conduct annually, emergency procedures training for individuals listed in subsection (d)(3). Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall conduct quarterly fire emergency training for individuals listed in subsection (d)(3).

(1) Fire Safety Directors and their designated emergency personnel shall receive training in the identification and use of facility fire safety equipment, communication procedures, people movement procedures, fire prevention practices, and their duties outlined in their respective emergency plan. The training curriculum shall be approved by, and made available to the authority having jurisdiction.

(2) Individuals designated in subsection (d)(3) shall receive training covering the identification and use of facility fire safety equipment, fire prevention practices, and appropriate procedures to follow in the event of a fire.

(3) Actual evacuation or relocation of building occupants pursuant to procedures contained in the emergency plan shall be conducted at least annually by those individuals designated in subsection (d)(3). Appropriate records, including dates, floors or building involved, and persons conducting evacuation or relocation procedures shall be maintained and made immediately available to the authority having jurisdiction upon their request. The authority having jurisdiction shall be notified not less than 48 hours in advance of such planned evacuation or relocation.

(f) Emergency procedures signage posted prior to the effective date of these regulations may be continued in use until one year after such effective date of these regulations.

Exception: In hotels, motels, lodging houses, and Group I, Division 1 and 2 occupancies as defined in the State Building Code, guests and patients are not

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required to participate in evacuation or relocation of the building. In hotels, motels, lodging houses, Group I, Division 1 and 2 occupancies as defined in the State Building Code, and highrise office buildings, on-duty personnel who have security or maintenance related responsibilities, and designated management personnel approved by the fire authority having jurisdiction shall not be required to participate in any drill but, they shall provide an alternate method approved by the authority having jurisdiction to measure their knowledge of their respective duties pursuant to the emergency plan.

3.10. Evacuation of Buildings.

Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

Note: Authority cited: Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code. Reference: Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code.



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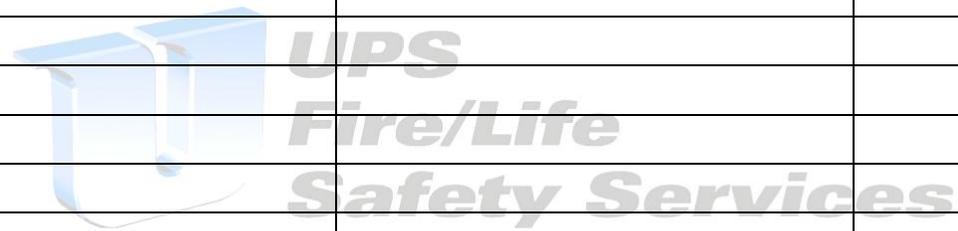
Forms

Fire Drill Participation Form

FLOOR NUMBER _____ DATE _____

THE PERSONS LISTED BELOW PARTICIPATED IN THE ANNUAL FIRE DRILL
ON THE ABOVE DATE.

	PRINT NAME	SIGNATURE	SUITE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			



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TRAINING VERIFICATION FORM

Building or Occupancy name _____

Address _____

City State Zip _____

Phone Number _____

Contact Name _____

Date of Training _____

Time Started _____ Time Ended _____ Total Time _____

Number of People in Class _____

Type of Training

FLOOR WARDEN STAFF OCCUPANT
--

Trainer's Name

Title

Signature of Trainer

Manager, Owner, Contact Name

Title

Signature

FIRE DRILL CRITIQUE FORM

Area/Floor: _____ Total time to evacuate floor: _____

Mark comments at the bottom of the page.

Emergency Team:

- | | | |
|--|--------|-------|
| Did Floor Wardens wear vests? | Yes___ | No___ |
| Did Floor Warden direct evacuation? | Yes___ | No___ |
| Were there monitors at the stairwells? | Yes___ | No___ |
| Was there an elevator monitor? | Yes___ | No___ |
| Were interior doors closed and tagged (post-its)? | Yes___ | No___ |
| Were any rooms locked or inaccessible? | Yes___ | No___ |
| Were the Wardens the last ones down the stairwell? | Yes___ | No___ |

Occupants:

- | | | |
|---|--------|-------|
| Did occupants react quickly at the notice of alarm? | Yes___ | No___ |
| Did they know where to go? | Yes___ | No___ |
| Did they carry food or drink into the stairwell? | Yes___ | No___ |

List non-participants and telephone monitors: _____

Physically Impaired:

- | | | |
|--|--------|-------|
| Were they the last to enter the stairwell? | Yes___ | No___ |
| Were they located in the stairwell with the door shut? | Yes___ | No___ |

List Physically Impaired (I) and Monitors (M):

Building Systems:

- | | | |
|--|--------|-------|
| Did the elevator lobby doors release? | Yes___ | No___ |
| Did other systems function properly?
(strobes, alarm) | Yes___ | No___ |

Safe Refuge Area:

- | | | |
|---|--------|-------|
| Did evacuees know where to go? | Yes___ | No___ |
| Did Floor Wardens take an employee count? | Yes___ | No___ |
| Were all employees accounted for? | Yes___ | No___ |
| Were evacuees orderly? | Yes___ | No___ |
| Did you receive an employee count sheet? | Yes___ | No___ |

Comments _____

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**Floor Warden
FIRE DRILL CRITIQUE**

DRILL DATE: _____ **TIME:** _____

COMPANY NAME: _____

SUITE/FLOOR#: _____ **WARDEN NAME:** _____

Commendations:

General Observations:

Special Notes:



**UPS
Fire/Life
Safety Services**

Noted Non-Participants:

Noted Physically Impaired and Monitors:

***Remained to Answer Phones:**

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Attention
California Code of Regulations
Title 19 Section 3.09 (d)5(b)

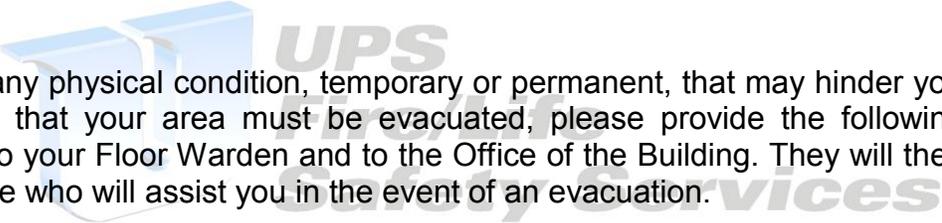
“Assure that the requirements of subsection (d)(4)(F)” procedures to identify and assist the non-ambulatory and physically disabled as follows:

Hotels, Motels, and Lodging Houses shall comply with subsection (b) (3);

b(3) Hotels, Motels, and Lodging House shall maintain at the registration desk a list noting the guest room assigned to the physically disabled guest who have special emergency evacuation requirements. Inn-Keeper shall provide a place on the registration form so that guest may be identified who may require special emergency evacuation because of a physical disability.

(B) owner(s) or operator(s) of high-rise office buildings shall maintain a list of all permanent building tenants who have disabilities. **Building owner(s) or operator(s) shall be notified in writing by those who have disabilities.**

Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager’s office.


If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated, please provide the following information to your Floor Warden and to the Office of the Building. They will then assign people who will assist you in the event of an evacuation.

NAME _____

SUITE/ROOM OR DEPT. _____

TELEPHONE NUMBER _____ EXT. _____

SPECIAL NEEDS _____

INCLUSIVE DATES (If applicable) _____

Copy or cut along dashed line and give to your Floor Warden and/or the Office of the Building.

Fire Life Safety Check List

- ___ Notify Fire Department Education Unit of training date call or fax
- ___ Notify responsible division of the Fire Department of Drill Date, call or fax at least a week in advance
- ___ Send tenant notice of training
- ___ Send tenant notice of fire drill at least a week in advance
- ___ Notify fire alarm company of planned drill a week in advance
- ___ Conduct floor warden training. Complete attendance record and training verification
- ___ Notify alarm company and fire department on the day of the drill
- ___ Meet prior to drill to discuss procedures. Usually ½ hour prior
- ___ Conduct Drill
- ___ Discuss drill procedure after action review
- ___ Universal to provide written Drill Summary

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DRILL ANNOUNCEMENT (PRINTED SAMPLE)

Date:

(Note: Provide one week's minimum notice)

Dear Tenant:

SUBJECT: Required annual building emergency evacuation drills

Your attention is directed to the State mandated program (Title 19, California Code of Regulations, Section 3.09 and 3.10) which requires that occupants of high rise buildings participate in evacuation training on an annual basis.

Building Management has scheduled dates and times to accomplish this important function. If properly performed, it is expected that singular floor drills will take no longer than 10 - 20 minutes each.

Review / critique of the drills will be handled by Building Management, officially documented, results and participation forwarded to the Fire Department.

NOTE: Building and /or TENANTS can be cited by the fire authorities for non-compliance to these State mandated drills.

During the drills, building staff will be engaged in the proper testing of various life / safety systems and equipment, including the audible fire alarm.

BEFORE THE SCHEDULED DATES OF THE FIRE DRILL:

Floor Warden Personnel of each floor should be brought up-to-date, vacancies filled, alternates appointed, and printed procedures reviewed. It is especially important that these selected people provide adequate evacuee control and, premises search as well as provide direction to tenants. To accomplish this, floor wardens, alternates, suite wardens, etc. may be asked to participate in a training session which will outline the required evacuation procedures for this building. This is also MANDATORY.

Tenants should inform all of their employees of scheduled time and date and cause the reviewing of provided "occupant instruction" booklets, pamphlets, etc.

Ensure that occupants understand the following:

- The location of and how to activate fire alarms
- The need to shut off equipment and close all doors
- The locations of and safe use of stairwells
- The exact relocation floor / area or refuge site being used

Both the Fire Department and your Building Management thank you for your cooperation and contribution to this valuable safety program.

_____(signed)